

January 24, 2025

Date

REQUEST TO RENDER OVERTIME
The President
Thru: The Vice President for Administration and Finance

This is to request overtime work for the following personnel:

Name of Regular/Casual Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
1. GORRE, ELVIRA B.	27–31 January 2025 <i>(The actual dates will be shown on the overtime report).</i>	<ul style="list-style-type: none"> Finalize the revisions of project/ study leaders' appointments following the updated format; <i>(Unable to work on it [as previously requested for overtime] as overtime cannot be scheduled due to the delay in processing the request).</i> Do other urgent works as deemed necessary to render overtime. <i>(The activities conducted will be detailed in the overtime report).</i>
Requested by: TEOFANES A. PATINDOL <hr/> <i>Name</i> Director <hr/> <i>Position</i> ITEES (ITEEM) <hr/> <i>Office</i>		Approved by: <input type="checkbox"/> with pay <input checked="" type="checkbox"/> without pay MOISES NEIL V. SERIÑO <hr/> <i>Vice President for Administration and Finance</i>

This form should be filled up in 3 copies: 1 OVPAF; 1 UDRRMSSO; 1 Requesting Office
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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